Change No.1 C1, FM 7-15

HEADQUARTERS DEPARTMENT OF THE ARMY Washington DC, 18 March 2005

THE ARMY UNIVERSAL TASK LIST

This change adds information on ART 7.11 Preserve Historical Documentation and Artifacts and ART 8.6 Conduct Transitions.

FM 7-15, August 2003 is changed as follows:

- 1. File the transmittal sheet in front of the publication for reference purposes.
- 2. Insert the new pages as indicated below:

| Remove old pages | Insert new pages |
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| pages v through viii | pages v through viii |
| None | 7-55 through Blank |
| 8-33 | 8-33 |
| Glossary-1 through Glossary-6 | Glossary-1 through Glossary-6 |

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Preface

FM 7-15 describes the structure and content of the Army Universal Task List (AUTL). It provides a standard, doctrinal foundation and catalogue of the Army's tactical collective tasks. Units and staffs perform these tactical collective tasks at corps level and below. For each task, the AUTL provides a definition, a numeric reference hierarchy, and the measures of performance for evaluating the task. As a catalogue, it captures doctrine as it existed on the date of its publication.

As a catalogue, the AUTL can assist a commander in his mission essential task list (METL) development process by providing all the collective tasks possible for a tactical unit of company-size and above and staff sections. Commanders should use the AUTL as a cross-reference for tactical tasks. They use it to extract METL tasks only when there is no current mission training plan (MTP) for that echeloned organization, there is an unrevised MTP to delineate tasks, or the current MTP is incomplete. FM 7-0 and FM 25-101 discuss and detail METL development and requirements.

The AUTL will serve as the basis for mission analysis during tactical collective task development by proponents and centers. This manual will be updated on a regular basis. If a new ATUL task requirement is identified or developed by the proponent, the new task will be provided to the Combined Arms Doctrine Directorate (CADD) for approval and input. The AUTL provides the list of Army tactical tasks. Proponents and schools are responsible for writing and defining the conditions and standards for supporting collective tasks.

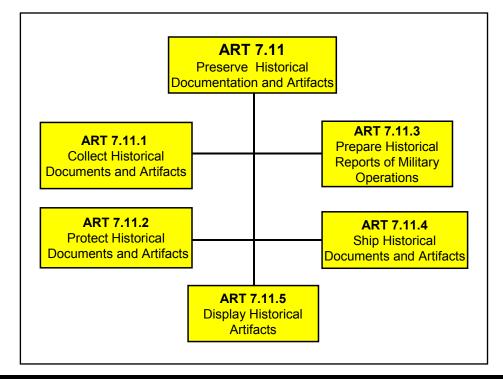
The AUTL does not include tasks Army forces perform as part of joint and multinational forces at the operational and strategic levels. Those tasks are included in the Universal Joint Task List (UJTL) (CJCSM 3500.04C). The UJTL defines tasks and functions performed by Army elements operating at the operational and strategic levels of war. The UJTL provides an overall description of joint tasks to apply at the strategic-national, strategic-theater, and operational levels of command. The UJTL also provides a standard reference system that TRADOC combat developers use in objective force combat developments, such as front end analysis concerning the capabilities of an objective force element. Each military service is required to publish its own tactical task list to supplement the UJTL. (The Bibliography includes the other services' task lists.) The AUTL is subordinate to the UJTL.

PURPOSE

The AUTL is the comprehensive listing of Army tactical-level collective tasks. The AUTL complements the UJTL by providing tactical-level Army-specific tasks. The AUTL—

- Provides a common, doctrinal structure for collective tasks that support Army tactical missions and operations performed by Army units and staffs.
- Articulates what tasks the Army performs to accomplish missions, but does not describe
 how success occurs.
- Applies to all four types of military operations (offense, defense, stability, and support).
- Provides standard definitions and helps establish a common language and reference system for all tactical echelons (from company to corps) and tactical staff sections.





SECTION XI – ART 7.11: PRESERVE HISTORICAL DOCUMENTS AND ARTIFACTS

7-703. To collect and protect paper, photographic images, electronic documentation, and artifacts of key events, decisions, and observations of joint/combined operations or campaigns to support lessons learned analysis; public affairs efforts, doctrine development, and historical writings. This task includes attending key briefings and meetings, as well as, interviewing key personnel to gather first hand observations, facts, and impressions. This task further includes keeping a daily journal of personal observations and key events. To ship historical documents and artifacts by packaging and forwarding collected information to appropriate agencies. This task also includes preparing and submitting contingency historical reports that include required data. (AR 870-5) (AR 870-20) (Center of Military History)

| No. | Scale | Measure |
|-----|--------|--|
| 01 | Yes/No | Were documents and artifacts relating to military operations collected and preserved? |
| 02 | Yes/No | Did the historical team use appropriate technology to accomplish the mission? |
| 03 | Yes/No | Did the supported units receive timely, accurate, and relevant historical products and services? |
| 04 | Yes/No | Did the historical team anticipate and respond to the supported commander's needs? |
| 05 | Yes/No | Were the commander and staff of the supported unit aware of and have |

| No. | Scale | Measure |
|-----|---------|---|
| | | access to historical products and services? |
| 06 | Yes/No | Were soldiers within the supported unit aware of Army and unit heritage, customs, and traditions? |
| 07 | Yes/No | Did the supported unit exploit history to build cohesion and communicate Army values? |
| 80 | Yes/No | Was military history incorporated into supported unit training? |
| 09 | Yes/No | Did commanders and leaders of all level regard history as an essential element of their professional military education? |
| 10 | Yes/No | Was proper policy exception authority obtained for the consumptive use or alteration of artifacts by the supported unit? |
| 11 | Yes/No | Were historical documents and artifacts properly classified and secured in accordance with their classification level? |
| 12 | Yes/No | Were items of historical significance (mission statement, after-action reports or lesson learned summaries, unit briefing slides) maintained and submitted as part of the unit historical report? |
| 13 | Time | From termination of major event until all key personnel interviewed. |
| 14 | Time | Before documents are available for lessons learned analysis. |
| 15 | Time | Before initial status reports are submitted to higher echelons. |
| 16 | Time | Before contingency historical reports and supporting documents are sent to central collection point. |
| 17 | Time | To respond to and be on scene for short notice tasking. |
| 18 | Time | Before after-action reports are submitted to higher echelons. |
| 19 | Percent | Of decision documents with pre-decisional material available. |
| 20 | Percent | Of key leaders interviewed after the event. |
| 21 | Percent | Of key staff members interviewed after the event. |
| 22 | Percent | Of photographic images and electronic documentation available. |
| 23 | Percent | Of official documentation (maps, orders, photos, web pages, and so forth) preserved in historical accounts. |
| 24 | Percent | Of operations that have enemy versions or accounts available for cross-referencing. |
| 25 | Percent | Of records retired or retained (rather than destroyed). |
| 26 | Percent | Of Records Transmittal and Receipt, SF 135s, properly completed. |
| 27 | Percent | Of battles and engagements with photographic images and electronic documentation available. |
| 28 | Percent | Of available artifacts displayed. |
| 29 | Number | Of oral history interviews conducted. |
| 30 | Number | And types of artifacts collected and reported to the chief of military history. |
| 31 | Number | And types of artifacts rendered safe for storage and handling by EOD. |
| 32 | Number | Of end-of-tour interviews completed. |

ART 7.11.1 COLLECT HISTORICAL DOCUMENTS AND ARTIFACTS

7-704. Collect documents, maps, photographs, video and audio recordings, artifacts, and other historical material that might not be preserved through the records retirement process. This task includes the conduct of after-action interviews and special projects for subjects not treated in regular reports and documents. It also includes the collection of specific information for historical research projects being undertaken by higher historical offices when tasked to do so through command channels. (AR 870-5) (AR 870-20) (Center of Military History)

| No. | Scale | Measure |
|-----|---------|---|
| 01 | Yes/No | Were documents and artifacts relating to military operations collected and preserved? |
| 02 | Yes/No | Did the historical team use appropriate technology to accomplish the mission? |
| 03 | Yes/No | Were all collected artifacts reported to the chief of military history? |
| 04 | Yes/No | Were historical documents and artifacts properly classified and secured in accordance with their classification level? |
| 05 | Yes/No | Was research collection established to provide supported units with historical information relating to their current operations? |
| 06 | Yes/No | Did historians and archivists coordinate with staff division chiefs, action/project officers, and other key personnel to ensure that documents, oral interviews, visual images, and other source materials pertaining to historically significant developments and events that took place in the command were placed in the historical research collection? |
| 07 | Yes/No | Were historical research collections established and maintained per AR 870-5? |
| 08 | Yes/No | Did the supporting history detachment advise and assist the commander and the command's record managers to ensure proper records management regarding documents designated as permanent per AR 25–400–2 (daily journals, plans, files, and so forth)? |
| 09 | Yes/No | Are unit and command histories regularly prepared and transmitted in accordance with regulatory guidance? |
| 10 | Yes/No | Did the supporting military history detachment establish working relationships with organization or installation records managers, librarians, and museum curators during the selection of documents for the collection to ensure that all source materials are available to the command? |
| 11 | Yes/No | Did historians and archivists coordinate with museum personnel to differentiate between historical documents held by museums in support of their collections (as defined in AR 870–20) and official themes? |
| 12 | Time | Before documents are available for lessons learned analysis. |
| 13 | Time | Before contingency historical reports and supporting documents are sent to central collection point. |
| 14 | Percent | Of decision documents with pre-decisional material available. |

| No. | Scale | Measure |
|-----|---------|--|
| 15 | Percent | Of photographic images and electronic documentation available. |
| 16 | Percent | Of official documentation (maps, orders, photos, web pages, etc.) preserved in historical accounts. |
| 17 | Percent | Of records retired or retained (rather than destroyed). |
| 18 | Percent | Of Records Transmittal and Receipt, SF 135s, properly completed. |
| 19 | Percent | Of battles and engagements with photographic images and electronic documentation available. |
| 20 | Percent | Inventory records of on-hand stocks of artifacts as a percentage of the actual on-hand inventory of stocks of artifacts. |
| 21 | Percent | Inventory location records of on-hand stocks of artifacts as a percentage of the actual location of on-hand stocks of artifacts. |
| 22 | Number | And types of artifacts collected, and reported to the Center of Military History. |
| 23 | Number | And types of artifacts rendered safe for storage and handling by EOD. |
| 24 | Number | Of end-of-tour interviews completed. |

ART 7.11.2 PROTECT HISTORICAL DOCUMENTS AND ARTIFACTS

7-705. Protect historical documents and artifacts from damage done by either external forces such as mishandling, an unstable environment, or by the intrinsic nature of the materials used to make them. Some historical records and artifacts materials are much more fragile than others and may have special requirements for care. (AR 870-20) (Center of Military History)

| No. | Scale | Measure |
|-----|--------|---|
| 01 | Yes/No | Are historical documents and artifacts maintained as much as possible in a manner that prevents further deterioration while still allowing their use in historical and operational studies and education? |
| 02 | Yes/No | Are paper documents exposed to excessive amounts of light? Are lights turned off in rooms that are not in use? Is daylight blocked by the use of curtains, shades, or plastic filtering films? |
| 03 | Yes/No | Are paper documents exposed to rapid changes or extremes in temperature and humidity? Temperature was maintained at 68 degrees (within a range of plus or minus 5 degrees) Fahrenheit and 50 percent (within a range of plus or minus 5 percent) relative humidity in book rooms that are in regular use? |
| 04 | Yes/No | Are paper documents shelved correctly? |
| 05 | Yes/No | Are paper documents regularly checked for pest infestations? |
| 06 | Yes/No | Are electronic documents stored in formats that can be read by successive software programs in accordance with DOD military standards? |
| 07 | Yes/No | Are the photographs properly labeled to identify Who, What, How, When and Where and Who took the photograph on the back of the photo or on the sheet of paper containing the photo? |

| 08 | Yes/No | Are artifacts containing organic materials such as leather, fur, horn, feathers, ivory, wool, paper, and cotton protected as much as possible from environmental damage from light, humidity, temperature variations, air pollution, pests, and destructive handling? |
|----|---------|---|
| 09 | Yes/No | Are artifacts composed of inorganic materials such as metal, stone, glass, and ceramics protected as much as possible from environmental damage and destructive handling? |
| 10 | Time | Necessary to preserve and maintain historical documents and artifact collections. |
| 11 | Percent | Of historical documents and artifact collection that have been properly treated to ensure preservation. |
| 12 | Number | And types of historical documents and artifacts preserved. |
| 13 | Number | And types of artifacts requiring EOD inspection before being preserved. |

ART 7.11.3 PREPARE HISTORICAL REPORTS OF MILITARY OPERATIONS

7-706. Provide well-researched studies and analyses, accurate historical information, institutional memory, historical perspective and input to lessons learned to support commanders and staffs in problem solving and decisionmaking. (AR 870-5) (Center of Military History)

| No. | Scale | Measure |
|-----|--------|--|
| 01 | Yes/No | Does the echelon headquarters have a history program that provides studies and analyses, accurate historical information, maintains institutional memory, and historical perspectives to its constituent commanders and staffs to support problem solving and decision-making? |
| 02 | Yes/No | Does the command historian exercise staff supervision over subordinate unit and organizational history programs and activities, including biennial staff assistance visits to subordinate command history offices and review and evaluation of the professional historical credentials and qualifications of all candidates for command historian positions in subordinate commands? |
| 03 | Yes/No | Do prepared historical reports support leader development? |
| 04 | Yes/No | Does the command historian assist in the planning and preparation of historical reports, including the command report? |
| 05 | Yes/No | Are short historical studies of immediate use to the command prepared to provide insights concerning special tactics, techniques, and battlefield improvisations? |
| 06 | Time | Required to establish command historical programs to include monographs, doctrinal and special studies, histories, documentary collections, oral history interviews, and studies on topics and events of historical significance to the command and/or the US Army. |
| 07 | Time | To prepare historical manuscripts for publication. |
| 08 | Time | To respond to historical inquiries from within or external to the supported unit. |
| 09 | Time | Required to perform instruction/teaching duties in military history when assigned to a service school. |

| No. | Scale | Measure |
|-----|---------|--|
| 10 | Number | Of doctrinal and special studies prepared. |
| 11 | Number | Of biennial staff assistance visits to subordinate command history offices. |
| 12 | Number | Of oral history interviews. |
| 13 | Number | Of historical inquiries for which a response was prepared. |
| 14 | Number | Of monographs prepared on selected operations, battles, activities, or problems. |
| 15 | Percent | Of available historian resources devoted toward performing instruction/teaching in military history. |

ART 7.11.4 SHIP HISTORICAL DOCUMENTS AND ARTIFACTS

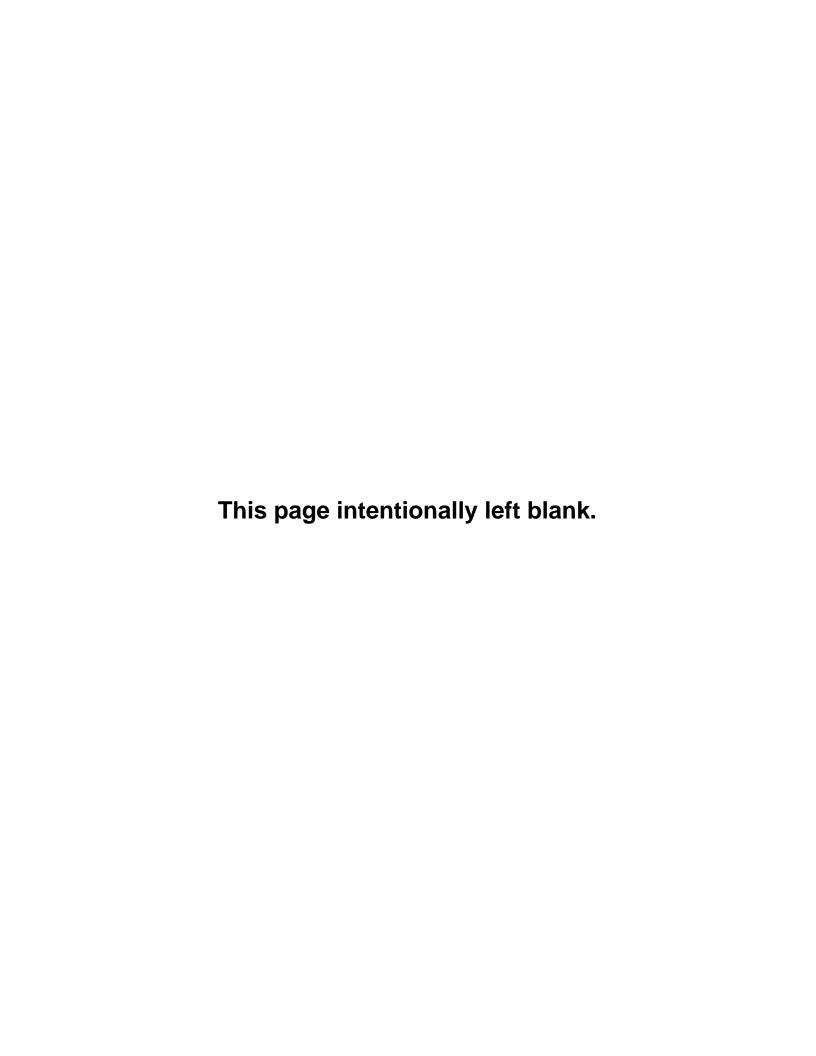
7-707. Prevent damage to historical records and artifacts during shipment to and from historical collections by external forces such as mishandling or an unstable environment. (AR 870-20) (Center of Military History)

| No. | Scale | Measure |
|-----|--------|--|
| 01 | Yes/No | When they were no longer needed locally for research and/or reference, were forwarded materials produced or collected through the theater historian to the US Army Center of Military History? |
| 02 | Yes/No | Are unit commanders required to maintain organizational history files shipping those files to storage when the unit is inactivated, disbanded, or reduced to zero strength, while in a combat zone, or when otherwise unable to care for them? |
| 03 | Yes/No | Did commanders of reactivated units or active units with stored organizational history files address their requests for the return of those files to the US Army Center of Military History? |
| 04 | Yes/No | Were questions concerning the proper packing of historical artifacts or art referred directly to the US Army Center of Military History? |
| 05 | Yes/No | Were historical artifacts and works of art shipped commercially or by mail and packed to preclude any damage as described in the TM 38–230 series? |
| 06 | Yes/No | Was the same level of care taken to protect artifacts and art in transit as used in their storage, including the use of museum safe materials? |
| 07 | Yes/No | Were historical artifacts and works of art sent by registered mail (return receipt requested) when size and weight met commercial carrier requirements and when economically advantageous? |
| 08 | Yes/No | Did the artifact responsible officer (ARO) obtain the chief curator's prior approval in writing (to include a document number assigned by the artifact accountable officer [AAO]) before shipment of any item? |
| 09 | Yes/No | Did the ARO provide a copy of the written approval, as part of the shipment, to the receiving museum or organization or activity? |
| 10 | Yes/No | Were shipments of artifacts containing hazardous material or restricted material in accordance with current regulations and directives? |
| 11 | Number | And types of historical records and artifacts shipped to and from the headquarters. |

ART 7.11.5 DISPLAY HISTORICAL ARTIFACTS

7-708. This task encompasses the visual means by which the interpretation of Army history is accomplished and involves the exhibition of a portion of the collection of a museum or historical collection. It is the method by which the majority of the institution's audience is reached. Museum exhibits encompass permanent, temporary, traveling, and remote displays. (AR 870-20) (Center of Military History)

| No. | Scale | Measure |
|-----|--------|--|
| 01 | Yes/No | Do historical exhibits conform to professional standards? |
| 02 | Yes/No | Do historical exhibits advance the purposes of the Army historical program in cooperation with the civilian historical community, military historians, and the military profession? |
| 03 | Yes/No | Are Army museums and museum activities organizationally aligned where they will be most effective as training, educational, and research institutions? |
| 04 | Yes/No | Do the exhibits and historical documents and artifact collections support military training, education, research, and development? |
| 05 | Yes/No | Are historical exhibit facilities and collections maintained in a professional manner as directed in public law and Army regulations? |
| 06 | Yes/No | Are historical artifacts and art held in custody by any Army agency or organization accounted for, cataloged, preserved, transferred, and disposed of in accordance with AR 870–20, chapter 2? |
| 07 | Yes/No | Is extreme care taken to prevent the loss, damage, or destruction of historical artifacts or artwork? |
| 08 | Number | And type of historical artifacts displayed. |



ammunition, crew, ranges, and time. It also includes moving and integrating ready-to-fight weapons systems into new organizations. (FM 100-9) (CASCOM)

ART 8.6 Conduct Transitions

SECTION VI – ART 8.6: CONDUCT TRANSITIONS

8-120. Transitions mark the intervals between the ongoing operation and full execution of branches and sequels. Transitions often mark the change from one dominant type of operation (such as offense) to another (such as stability). Commanders at all levels must possess the mental agility to rapidly transition from one type of operation to another. For example, at lower echelons, transitions occur when one formation passes through another or when units must breach an obstacle belt. Links between phases and the requirement to transition between phases are critically important. Commanders establish clear conditions for how and when these transitions occur during planning. Although phases are distinguishable to friendly forces, the operational design conceals these distinctions from opponents through concurrent, complementary joint and Army actions. (FM 3-0) (USACAC)

| No. | Scale | Measure |
|-----|--------|--|
| 01 | Yes/No | Conducted transition from one phase to another and maintained seamless continuity of operations. |
| 02 | Yes/No | Commander provided new graphic control measures. |
| 03 | Yes/No | Commander adopted new task organization, if required. |
| 04 | Yes/No | Commander issued new priorities. |
| 05 | Yes/No | Commander issued new rules of engagement. |
| 06 | Yes/No | Commander determined possible branches/sequels for likely next phase. |

Glossary

Army and Air Force Exchange Service

AAFES

| after-action review |
|---|
| |
| Army Battle Command System |
| Arrival/Departure Airfield Control Group |
| area of operations |
| area of interest |
| aerial port of debarkation |
| aerial port of embarkation |
| artiface responsible officer |
| Army tactical task |
| Army Training and Evaluation Program |
| Automated United Equipment List |
| Army Universal Task List |
| battle damage assessment |
| Battlefield Operating System |
| Combined Arms Doctrine Directorate |
| Combined Arms Support Command—Deployment Process Modernization Office |
| Command and Control |
| chemical, biological, radiological, nuclear, and enhanced high explosives |
| Commander's Critical Information Requirement |
| counterintelligence |
| Criminal Investigation Command |
| Chairman, Joint Chiefs of Staff Memorandum |
| civil-military operations |
| computer network attack |
| course of action |
| communications security |
| Continental United States |
| common operational picture |
| |

COSC Combat Operational Stress Control CPcommand post CROP container roll-out platform CSS Combat Service Support DA Department of the Army DNBI disease and non-battle injury DOD Department of Defense DOJDepartment of Justice **ECU** environmental conditioning/control units EEFI essential elements of friendly information **EMCON Emission Control** EOD Explosive Ordnance Disposal **EPW** Enemy Prisoner of War FARP forward arming and refueling point FEMA Federal Emergency Management Agency FFIR Friendly Force Information Requirements FHPGE force health protection in a global environment FMfield manual FOD foreign object damage FRAGO fragmentary order GCCS-A Global Command and Control System—Army **GPW** Geneva Convention Relative to the Treatment of Prisoners of War HAZMAT hazardous material HPThigh-priority target HRhuman relations HRC high risk of capture HSS health service support HUMINT human intelligence HVThigh-value target I&W indications and warnings IAW in accordance with IDidentification IFF identification friend or foe **IMINT** image intelligence

information control

INFOCON

IO information operations IPB Intelligence Preparation of the Battlefield IRinformation requirements ISR Intelligence, Surveillance, and Reconnaissance ITV in-transit visibility JBPO Joint Blood Program Office JFC Joint Force Commander JLOTS Joint Logistics Over the Shore JOA Joint Operations Area JOPES Joint Operation Planning and Execution System JSROI Joint Reception, Staging, Onward Movement, and Integration kilometers per hour kph KS Kansas LAAWS Legal Automation Army-Wide System LNO liaison officer LOADEX loadout exercise LOC line of communication LOGPAC logistics package LOW law of war LTIOV latest time information is of value MASINT Measurement and Signals Intelligence M/CM/S mobility/countermobility/survivability MCWP United States Marine Corps Warfighting Publication MDMP Military Decision Making Process METL mission essential task list METT-TC mission, enemy, terrain and weather, troops and support available, time available, and civil considerations MH mental health MHE materiel handling equipment MOPP mission oriented protective posture MPI military police investigation MSD minimum safe distance MSR main supply route

Intel

intelligence

MTF

MTMC

medical treatment facility

Military Traffic Management Command

MTP mission training plan MWD military working dog MWR Morale, Welfare, and Recreational **NBC** nuclear, biological, and chemical NGO nongovernmental organization OEH occupational and environmental health OGA other government agencies **OPLAN** operations plan OPM Office of Personnel Management OPORD operations order OPSEC operations security OTS over the shore PA public affairs PEW product explanation worksheet PIR. priority information requirements **PMCS** Preventative Maintenance Checks and Services PMIpatient movement items POD port of debarkation POE port of embarkation POL petroleum, oil, and lubricants PSYOPS psychological operations QΑ quality assurance QSquality surveillance RDD required delivery date RFIrequest for information RFID radio-frequency identification ROE rules of engagement RPrelease point RSO&I reception, staging, onward movement, and integration SAEDA subversion and espionage directed against the Army SEAD suppression of enemy air defense SERE survival, evasion, resistance, and escape SIGINT signals intelligence

SIGSEC signal security SIPRNET Secret Internet Protocol Router Network SIR specific information requirements SOF special operating forces SOFA Status of Forces Agreements SOI signal operating instruction SOPstanding operating procedures SOR specific orders and requests SPstart point SPOD seaport of debarkation STAMIS Standard Army Maintenance Information System STANAG NATO Standardization Agreement STARC state area command STRIKWARN Strike Warning TC-ACCIS Transportation Coordinator's Automated Command and Control Information System TC-AIMS II Transportation Coordinator's Automated Information for Movement System II T&EO training and evaluation outline TJAGSA The Judge Advocate General's School United States Army TLP troop leading procedures TOE table of organization and equipment TOT time on target **TPFDD** time phased force deployment data TPFDL time phased force deployment list TRADOC US Army Training and Doctrine Command ТТР tactics, techniques, and procedures UCMJ Uniform Code of Military Justice UJTL Universal Joint Task List UMT unit ministry team US United States USAADASCH United States Army Air Defense Artillery School **USAAGS** United States Army Adjutant General School **USAARMS** United States Army Armor School USAAVNC United States Army Aviation Center

| USACAC | United States Army Combined Arms Center |
|-----------------------|---|
| USACHCS | United States Army Chaplain Center and School |
| USACIDC | United States Army Criminal Investigation Command |
| USACMLS | United States Army Chemical School |
| USAES | United States Army Engineer School |
| USAF | United States Air Force |
| USAFAS | United States Army Field Artillery School |
| USAFIS | United States Army Finance School |
| USAIC&FH | United States Army Intelligence Center and Fort Huachuca |
| USAIS | United States Army Infantry School |
| USAJFKSWC | United States Army John Fitzgerald Kennedy Special Warfare Center |
| USAMEDDC&S | United States Army Medical Department Center and School |
| USAMPS | United States Army Military Police School |
| USAOC&S | United States Army Ordnance Centers and School |
| USAOCPA | United States Army Office of the Chief of Public Affairs |
| USAPC | United States Army Petroleum Center |
| USASC | United States Army Safety Center |
| USASC&FG | United States Army Signal Center and Fort Gordon |
| USASMDC | United States Army Space and Missile Defense Command |
| USATRADOC DCS-DOC/ALS | A United States Army Training and Doctrine Command Deputy Chief of Staff for Doctrine, Concepts and Strategy /Air, Land, and Sea Application Center |
| USC | United States Code |
| USCG | United States Coast Guard |
| USMC | United States Marine Corps |
| USMC-CDC | United State Marine Corps-Combat Developments Command |
| USMTF | United States Message Text Format |
| USN | United States Navy |
| WMD | weapons of mass destruction |
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